Virginia Department of Education 21st Century Community Learning Centers (CCLC) Grant

Step By Step Instruction on The 2007-2008 Request For Proposals Application

June 13, 2007
21st CCLC Request For Proposals
Technical Assistance Workshop

Annual Competitive Application Process and Timeline

Activity	Deadline
Announcement in superintendents memo	May 18
Technical assistance workshop	June 13
Deadline to submit	July 23
Peer review process	Aug 6
VDOE review and Notification of Grant Awards	Oct 2

Virginia 21st Century Community Learning Centers Web Page

VDOE, 21st Century Community Learning Centers.htm

- Application Guidelines, Instructions, and Assurances (Word format)
- Application (Excel format)

Guidelines, Instructions, and Assurances GUIDELINES

Pages 1 through 8

- Purpose, application package, # of awards and period
- Eligible applicants, review of proposals, students and families served, authorized activities, implementation, location(s)
- Principles of effectiveness, scientifically-based research
- Priorities ~ absolute and competitive
- Performance indicators

Guidelines, Instructions, and Assurances INSTRUCTIONS

A. Program narrative ~ Pages 8 through 14

- 1. Sections 1 through 4
 - Need for services
 - Project design/services
 - Management plan/budget
 - Budget narrative
 - Budget summary
 - Evaluation ~ covered in detail in later session

Guidelines, Instructions, and Assurances INSTRUCTIONS

Miscellaneous Information ~ pages 13-19

- Collaboration and partnership information
- Attachment A ~ statement of partners' participation and support
- Instructions for printing
- Additional information ~ Q and A, links to resources
- Grant application submission and standards/format
- Mail/hand delivery instructions
- Grant application checklist

Guidelines, Instructions, and Assurances ASSURANCES

- Appendix A ~ Assurances
- Appendix B ~ Expenditure Accounts Descr
- Appendix C ~ Public Law 107-110 Part B
- Appendix D ~ Non-Regulatory Guidance (excerpts), including Q and A

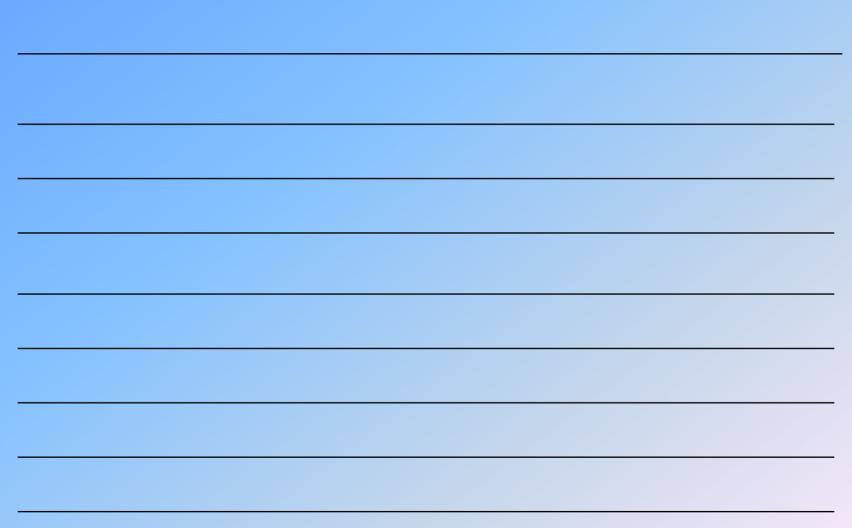
Sections of the Application (Excel Format)

- A. Cover Pages (including abstract)
- B. Program Narrative ~ Sections 1 through 4
 - Need for services
 - 2. Project design/services
 - Management plan/budget
 - 4. Evaluation ~ covered in detail in next session
- C. Budget Narrative
- D. Budget Summary
- E. Afterschool Activity Template
- F. Collaboration and Partnership Information
- G. Attachment A ~ Statement of Partners' Participation and Support

Cover Pages

- Applicant information (definition of applicant)
- Signatures
- Co-applicant
- School(s) to be served
- Accreditation status
- Free and reduced priced meals eligibility
- Number of students to be served
- Specific sites where project is offered
- Number of family members to be served
- Total amount of grant funds requested
 - Error checks throughout ~ cover pages, budget summary
 - Application must free of any error messages from edit checks
- Types of programs to be offered (check all that apply)
- Abstract
- Page numbering of entire application ~ must be printed as a workbook

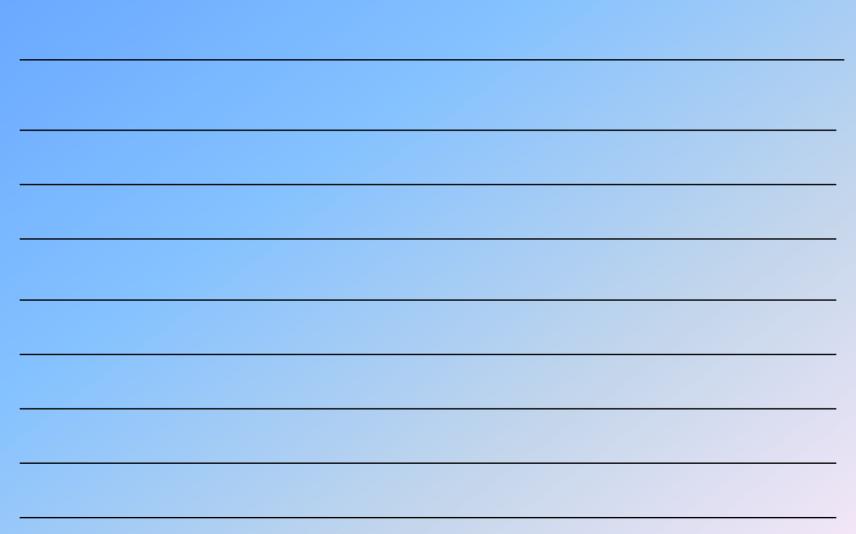
Program Narrative Notes



Budget Narrative Notes



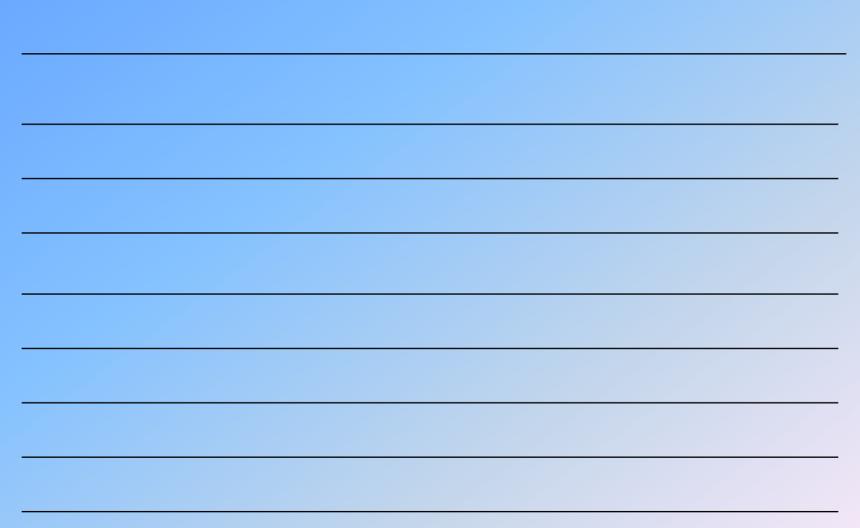
Budget Summary Notes



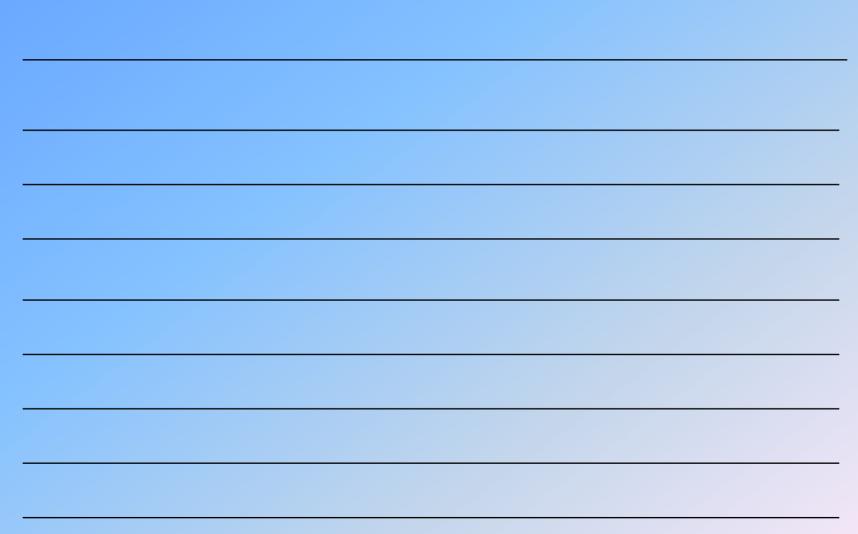
Activity Template Notes Partnership Information Notes

Attachment A ~ Statement of Partners' Participation and Support Notes

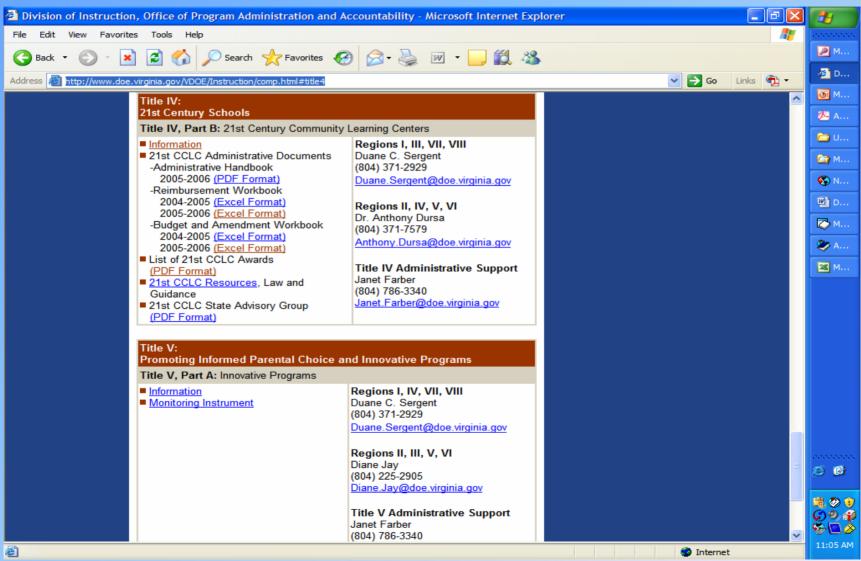
Program Narrative Notes



Additional Notes



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Questions and Answers

- If you don't spend all funds allocated within a certain timeframe, will you loose them or will they carry over to the next year?
- How do you respond to questions that ask about AYP status if the information is not available - for example, schools that didn't exist before or were reconfigured do not have data available. What data should be use?
- Would we consider the above schools to be accredited with warning?
- If we receive grant funds, are we allowed to charge the modest annual club membership fees (\$5)?
- How far can 2007 2008 school year fund spill over?
- If we have a person currently working P/T and receive grant funds can we make them full time and have the grant pay the 50% extra time?
- Is a there a % for Administrative oversight that we are allowed to put in the grant budget?

Good Luck!

Duane C. Sergent
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